

# Absence

## Absence:

### • Military Day(s)


## Manager

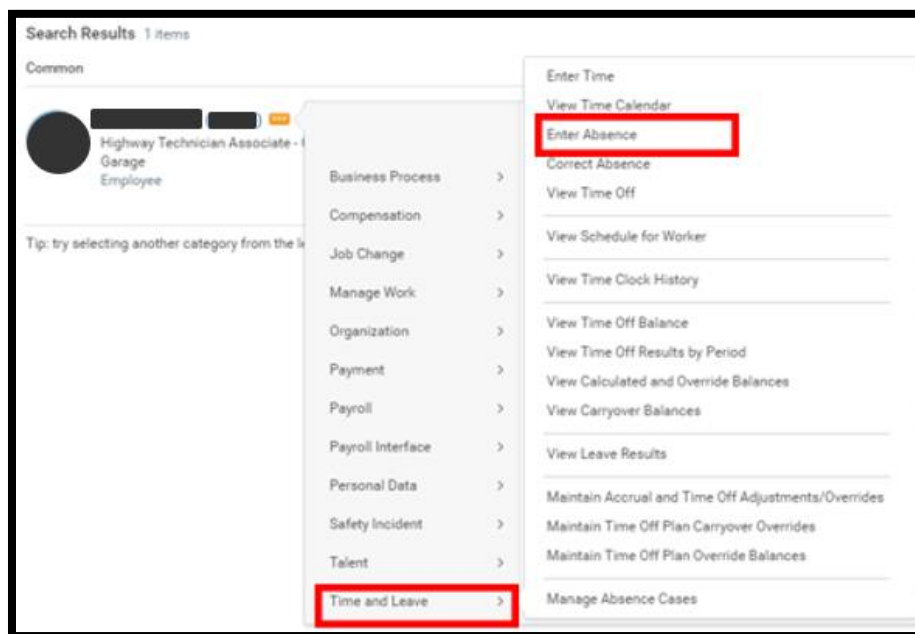
#### PLACING AN EMPLOYEE ON MILITARY DAY(S)



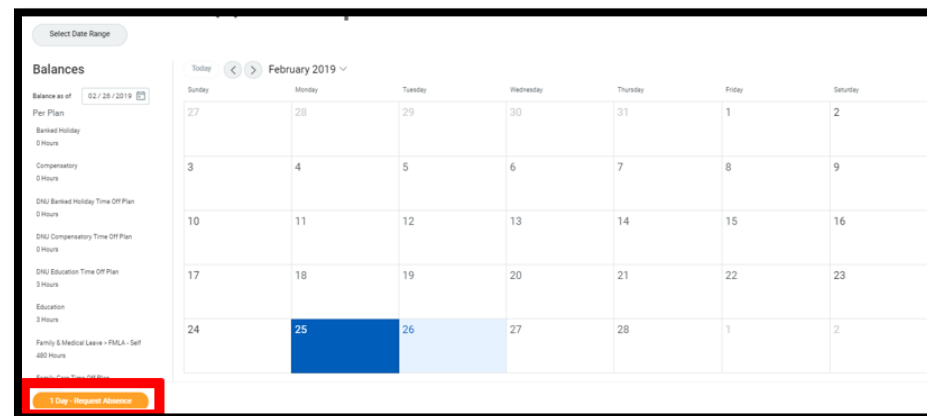
Note: Every employee gets 30 days paid military every year on January 1<sup>st</sup>. The first 30 days gone for military will be paid.


From the **Search Bar**:

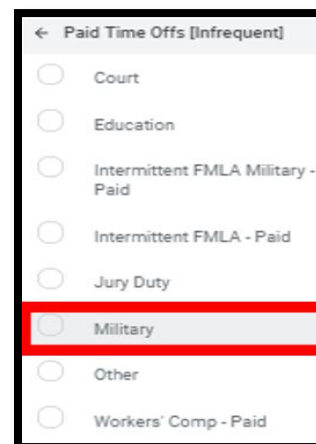
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions** Button . Then click on **Time and Leave** > **Enter Absence**.



#### 3. Select **Date(s)** and **Request Absence**.



4. Click on  in the **Type** field > **Paid Time Offs [Infrequent]** > **Military**. Then click **Next**.



5. Review the information and **Edit Quantity per Day** to adjust the hours to the normal hours worked on that day. Then **Select Files** and attach the orders.

# Absence

## Absence:

### • Military Day(s)

Manager



Note: Even if the employee is gone for a couple hours, they will still get paid for the full day through military day(s).

6. After reviewing the information, then click **Submit**.
7. This will route to HR Partner to review & approve.
8. It will look like below when complete.



You have successfully put an employee on Military Day(s) in Absence. If you have questions, then please reach out to your HR Partner.



Note: If you have used all 30 days, then please work with your HR Partner with Military Days or Military Leave.